

## DUTY STATEMENT

<b>Classification:</b> Energy Analyst (Limited Term)	<b>Position No.</b> 420-5837-058
<b>CBID:</b> R10	<b>Office:</b> Building Standards Implementation
<b>Date Prepared:</b> August 1, 2009	<b>Division:</b> Efficiency and Renewable Energy Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (EFF) in the Outreach and Education Unit, Building Standards Implementation Office of the Efficiency and Renewable Energy Division. The mission of the Unit is to coordinate outreach and education and promote the economic, cost-effective Building Energy Efficiency Standards with internal and external audiences. The limited term Energy Analyst will provide contract management and technical assistance for a variety of building retrofit projects throughout California that are funded by the American Recovery and Reinvestment Act.

**WORKING CONDITIONS:** Work is performed indoors in an office setting.

### DUTIES AND RESPONSIBILITIES:

- 60% Assist in managing contracts and work authorizations. Responsibilities include assisting in the preparation of solicitation documents or work authorizations, conducting bidders' conferences, proposal evaluation and selection, negotiation of work statements, deliverables and financial charges, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 15% Respond to requests for assistance and information from project proponents and others interested in American Recovery and Reinvestment Act projects, as well as general energy policy, programs and technologies. (E)
- 20% Assist in the preparation of data and quarterly reports for the U. S. Department of Energy on the status of ARRA projects. Assist in developing outreach and education materials, and reports on projects, program and technology issues and achievements for general distribution. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

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SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<hr/> /_____ Date Energy Analyst	<hr/> /_____ Date VANESSA BYRD Energy Commission Supervisor II (EFF)